




South East Cornerstone Public School Division Health and Safety Response Plan		 Government of Saskatchewan •Primary and Secondary Educational Institution Guidelines•	 South East Cornerstone Public School Division •Division Level Guidelines•	 South East Cornerstone Public School Division •Individual School/Program Plans•
1	Education Delivery	<p>*On June 9, 2020, the Government of Saskatchewan announced that in-classroom learning will resume for the 2020-21 school year. This is the full working document as approved by the Ministry of Education on August 1, 2020.</p> <p>*UPDATE: August 15, 2020 Government of Saskatchewan announced that the first student day will be September 8th. It was also announced that all schools will have their plans posted and communicated with staff and parents by August 26. Furthermore additional time would be allocated to staff training.</p>	<p>*SECPD has developed two overarching guiding documents, <i>SECPD COVID Health and Safety Response</i> and <i>SECPD COVID Response Education Delivery</i>. Please note that all Administrative Procedures and processes remain in effect unless otherwise indicated.</p> <p>*Furthermore, all staff will continue to work in their assigned work environment consistent with non-COVID practices.</p> <p>*UPDATE: August 18, 2020</p> <p>* Students will begin school on September 8th which will be a Day 5 in the six day cycle. We will have a staggered start. Thus one half of each cohort, Grade 1-12, will attend on September 8 and the other half on September 9. All students will attend on Sept. 10. Schools will communicate with families during the week of Sept 1-4 to advise parents of assigned attendance dates.</p> <p>* All schools will have their plans posted on their school websites by the end of day August 26th.</p> <p>* Staff will contact families regarding each child and class procedures/expectations to assure understanding of expectations for the first day back.</p> <p>* Staff will have the opportunity, from Aug. 26th – September 4th, to prepare and train for new procedures.</p>	<p>*Each of the 37 physical schools is asked to review the <i>Primary and Secondary Educational Institution</i> guidelines and the SECPD COVID Health and Safety Response. Each school is asked to develop specific plans for their school which is in alignment with the aforementioned plans. Plans will be submitted and approved by area Superintendent of Schools.</p> <p>* This is an “Evergreen Document” and will be revised when changes are required by the direction of the Saskatchewan Health Authority, Ministry of Education, or South East Public School Division (SECPD).</p> <p>* WPS will communicate which cohorts will attend September 8th and 9th. Teachers will contact families to instruct them as to which day students will attend. All students will attend September 10th.</p> <p>* Staff / Admin assistant will review the COVID Health and Safety Plan August 26th/ 27th. Staff/ Admin assistant will communicate with bus drivers as to which families will attend.</p>

2	<p>Personal Protection Equipment</p>	<p>*UPDATE: August 11th, 2020 Government of Saskatchewan updated recommendations: Students in Grades 4 through 12 wear a mask in high traffic areas, such as in hallways and on buses.</p> <p>For those students in Grades 9 through 12, masks may be required in classrooms where it is not possible to maintain physical distancing or where students are outside of the cohort within their classroom, as well as all teachers and staff.</p>	<p>*PPE has been ordered for Students Services to utilize when supporting personal care for students.</p> <p>*PPE has been ordered and will be required when supporting students who become ill while attending school.</p> <p>*The system has also ordered and will supply disposable masks.</p> <p>*Parents/visitors to schools will be limited and asked to remain only at entrance. In event of requirement to enter, disposable masks will be required and will be provided.</p> <p>*UPDATE: August 12th, 2020.</p> <p>Level 2.0 All students grade 4-12 will wear masks on busses as well as when in high density areas as determined by the school. Schools will consider all areas where physical distancing is not possible and where there is the possibility of high congestion areas of students.</p> <p>* All students in 9-12 are required to wear masks at all times when physical distancing is not possible AND when they move outside of their cohort. Thus, masks are to be worn in classrooms with few exceptions due to size of class.</p> <p>* At this time students in Grades 4-8 that are cohorts will not be required to wear masks while in class.</p> <p>* When students are present, staff are required to wear masks in all school facilities and on buses.</p> <p>* When students are not present, masks must be worn by staff only when they are unable to physically distance.</p> <p>* There may be some students who due to personal health and or developmental challenges for which masks are not appropriate. For intensive needs students this will be determined with the support of the child's parent and full support team. For non-intensive needs students, medical documentation will be required for an exemption.</p> <p>*Level 2.5 - Adaptations from Level 2.0 will occur at the direction of the CMO and or local medical health officers and will be guided by transmission rates in the local region.</p>	<p>* Staff will wear masks throughout the day, regardless of 2 meter distancing. Staff will be given division purchased PPE in days prior to Sept 8th, 2020.</p> <p>* Teachers will demonstrate proper mask etiquette to students.</p> <p>* Gr 9-12 will wear masks at all times.</p> <p>* Gr 4-8 will not wear masks in class, however, will be worn on busses and when physical distancing cannot be achieved. When students Gr 4-8 enter the building from the bus and exit the building, masks should be worn (if students are NOT in the pure cohort). If students are in their pure cohort, Gr 4-8, no PPE is required.</p> <p>* Because Kindergarten to Grade 6 recess structure is such that only one cohort will be in the hallway and porches. There will be no mixing for cohorts K-6 within the building, therefore, no masks are required when leaving and enter from recesses.</p> <p>* LST will work with families of Intensive Needs students to determine mask wearing protocol.</p> <p>* No parents will be permitted to enter the building unless there is an emergency. Parents are asked to contact the school, 306-739-2323. Admin assistant will forward messages to students. When a parent is picking up/dropping off a child, please inform the school and the student will be ready at the front doors only (South). If a parent must enter the building, a mask must be worn. No school guests will be permitted access to the building.</p> <p>* PPE will placed in the isolation area for K-GR 8 if a student is feeling ill.</p> <p>* PPE for Gr 4-8 will be located in their home room and at entry way (front doors/west door).</p> <p>* PPE for grade 9-12 will be handed out in homeroom and then students will be responsible for carrying it with them. Extras will be kept in homerooms in case of emergency.</p>
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3	Hygiene	<p>* Promote proper hand hygiene practices for staff and children. Practices must include using soap and water when hands are soiled and hand sanitizer when visibly clean. Although general use containers need to be available, where possible, students and staff should have their own hand sanitizer. Supervise the use of hand sanitizer with young children.</p>	<p>*School staff will teach proper hand hygiene and other safety practices during Significant 72 (First days of school) and review as needed. *Schools are asked to post and share the handwashing protocol as provided by SECPSD in newsletters and on the websites. *School staff will add personal hand sanitizer to school supply lists.</p>	<ul style="list-style-type: none"> * On opening day and first few days of school, teachers will instruct hand washing demonstrations with students. Staff will model proper hand hygiene throughout the day. * Staff will remind students/caregivers that non scented hand sanitizer is the requirement. WPS will post on our Facebook site for students to bring their own personal hand sanitizer. * Handwashing protocol will be posted in every classroom and bathroom.
	Hygiene	<p>*Hand sanitizer must be approved by Health Canada (DIN or NPN number) and listed as effective for use against COVID-19 (per Health Canada website).</p>	<p>*SECPSD will order containers of hand sanitizer dispensers and hand sanitizer to be placed in all learning spaces and entry ways in all schools and facilities. *SECPSD will design and order hand hygiene signage for schools and staff will be asked to post these in prominent locations. *Facilities staff will order centrally to ensure the hand sanitizer meets the requirements.</p>	<ul style="list-style-type: none"> * Staff will remind students/caregivers that non scented hand sanitizer is the requirement. * Hand sanitizer stations will be present throughout the school and strongly encouraged to use regularly. * Administration has communicated the required number of stations to division personnel. * Staff will post hand hygiene signs in classrooms and near sanitizing stations.
	Hygiene	<p>*Except when in close contact with a sick student, masks and eye protection are not required, beyond those used by staff as part of their regular precautions for hazards normally encountered in the workplace. They should only be used when all other controls have been fully explored. *UPDATE: As per provincial release on August 11th, 2020, masks for Grade 4-12 students on buses and in high density areas are recommended as well as for Grade 9-12 students in classes when physically distancing is not possible. It is recommended all staff wear masks.</p>		<ul style="list-style-type: none"> * Please view section Personal Protection Equipment.
4	Limiting Physical Contact	<p>*For younger children, maintaining physical distance is less practical and the focus should be on minimizing physical contact instead.</p>		<ul style="list-style-type: none"> * Kindergarten through grade 3 students will be physically distanced as much as possible. * Students will be working in cohort groups within their own grade as much as possible.
	Limiting Physical Contact	<p>*Staff, parents and students must encourage and practice preventative measures, such as limiting physical contact, throughout the school day (i.e. during instruction, recess, nutrition programs, extra-curricular) and avoiding close greetings (i.e. hugs, handshakes.)</p>	<p>*Staff will teach processes and practices to support physical distancing in the Significant 72. *This will be an on-going focus throughout the year. *Lessons can be developed within applicable curriculum.</p>	<ul style="list-style-type: none"> * Staff will model physical distancing asking the students to participate.
	Limiting Physical Contact	<p>*Help younger children learn about physical distancing and less physical contact by creating games that include basic principles such as ‘two-arm lengths apart’ and avoid close greetings like hugs or handshakes. Encourage physically distant greetings such as ‘air fives’ and waves.</p>	<p>*Staff is asked to incorporate into phys-ed classes or other appropriate curriculum, opportunities to teach non-contact activities/games that do not utilize shared equipment that students could play at recess/noon.</p>	<ul style="list-style-type: none"> * Physical education teachers will design curricular activities that exemplify non-contact movement and avoid shared equipment. * Staff will support modelling non-contact movement activities at noon and recess (i.e., Ghost tag, etc). * Students will access locker K-Gr 6 on rare occasions. Rarely used items will be stored with in lockers.

	<p>Limiting Physical Contact</p>	<p>*Plan for reduced physical contact activities, and where possible, avoid activities that require clustering around a particular item or small area.</p>	<p>*Limit the use of school lockers and cubbies as these are areas that are difficult to social distance – encourage backpack use and keep backpacks at desk or on person at all times. *Continue the practice of single access point to the public. *Consider a varying format to circle time and cooperative learning groups – continue to use cooperative learning as it is an effective learning strategy – however, consider health and safety techniques that will allow for distancing.</p>	<ul style="list-style-type: none"> * Students grades k-6 will be provided with individual baskets/containers to store their belongings under their chair. * Students grades 7-12 will be required to carry their supplies in their backpack on the back of their chair or bring their own basket/container for supplies to be kept under their desk. * All guests will be asked to call the school and talk to staff. Please do not enter the front door before calling the school. We will assist parents /guests through phone calls. * Classroom gathering rugs have been placed in storage and will not be used as a gathering place. * Sharing time will be done from individual desks/tables. * If students need access to their lockers, we must ensure physical distancing does occur. * Family members, guest speakers etc. will not be permitted access to the building (i.e., show and tell, family sharing, guest speakers, authors, etc). Emergency only.
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	Limiting Physical Contact	<p>*Modify procedures for entering the building to support physical distancing. Possible strategies include staggered entry into classes and schools, separate group entrances, limiting pickups and drop offs to one parent/guardian, etc.</p> <p>UPDATE: Government August 11, 2020</p> <p>* Staggered start times, breaks and end times, where possible.</p>	<p>*Stagger dismissals and entry into the building to ensure boot rooms are not congested. Communicate the plan with parents.</p> <p>*Mark entries to the school with tape, lines or X's, to show students how to distance while entering.</p> <p>*Designate cohort gathering spaces outside for recess and for return to the school. Use chalk/paint to designate areas.</p> <p>*Signs have been ordered for school use promoting physical distancing.</p> <p>*Schools will advise parents through back-to-school newsletters that buildings will be limiting access to one parent. Parents will remain outside when dropping students off or picking up.</p> <p>*Face to Face Teacher training for QBS, CPR and First Aid. (Postponed until further notice)</p>	<ul style="list-style-type: none"> * Grade 7-12 students will practice physical distancing as they enter the building and will be requested to report to their cohort classroom upon entry. * Staff will be present to remind students of physical distancing in all porches. * Grades 7-12 students will enter through the main south door. Grade 7-9 students will exit from the middle south door. Grade 10-12 students will exit from the west door. Staff will exit through main door. Exits will be label as reminders for students and staff. * Grades K-3 will have designated line up areas marked by grade numbers in zones 2 and 3 in our playground area and will enter the building through the north doors. * Grade 4-6 will have a designated line up area marked by grade numbers at the east door and down the alley and will use the east door. * Staff will put signs on each door to designate it as either an entry or exit point. * Playground has been broken into 10 play zones. Visual reminders will be posted for all staff and students as well as the weekly schedule. * Staff will post back to school information on our Facebook page or contact parents personally regarding parental entrance into building, pickup and drop off protocols, etc.
	Limiting Physical Contact	<p>*Stagger recess/snack, lunch and class transition times to provide a greater amount of space for everyone.</p>	<p>*Noon – request that children go home at lunch as much as possible.</p> <p>*Rearrange eating areas so that students remain in classroom cohorts when possible and remain in the same physical space where they were previous to lunch.</p> <p>*Discourage the use of microwaves.</p>	<ul style="list-style-type: none"> * Staff will post on Facebook page that town students are strongly encouraged to eat lunch at home if possible. * Students will eat in their cohort homeroom. * WPS does not have microwave access for students. * Grades k-6 will have staggered release times for noon recess and designated zones for play and activities.
	Limiting Physical Contact	<p>*Children from the same household (e.g. siblings) do not need to maintain physical distance from each other.</p>		<ul style="list-style-type: none"> * Children from the same household (e.g. siblings) do not need to maintain physical distance from each other.
	Limiting Physical Contact	<p>*Wherever possible, physical distancing should be maintained, even within the same group. Consider modifying room configurations (e.g. separating tables) to promote physical distancing.</p> <p>UPDATE: Government August 11th, 2020</p> <p>* Front-facing instruction for students, any exceptions will be identified for approval by public health</p>	<p>*Ensure all classrooms are de-cluttered, remove any soft fabric furniture or removable rug/carpet areas.</p> <p>*Arrange desks/tables with as much distancing as possible.</p> <p>*Arrange seating areas so that all are facing same direction as much as possible.</p> <p>*Mark all areas where students would congregate for a line into distancing spaces as much as possible with provided signage from SECPD.</p> <p>*Use single file line up only.</p> <p>*Changerooms will not be accessed, therefor changing out for PE will not be required at this time.</p> <p>*Fire Drills can be practiced by cohort, rather than school wide.</p> <p>*School lockdown processes should be reviewed and discussed but not practiced at this time.</p>	<ul style="list-style-type: none"> * Classroom rugs, soft furniture, chair pockets, etc will be removed from classrooms and placed in storage. * WPS staff will arrange classroom facing in one direction and as physically distanced as much as possible. * Staff will teach and model proper distancing in a line and what single file looks like. * X's will be placed in front of fountains, bathrooms, etc so students know where to stand to be properly distanced.

			*Small group instruction – use alternate spaces to ensure as much physical distancing as possible or use engineered barriers as provided by SECPSD.	* Gr 1-12 must have assigned seating for every student. Kindergarten is the exception.
	Limiting Physical Contact	*Incorporate more individual activities or activities that encourage more space between students and staff. Activities that require physical contact should be avoided.		* WPS will incorporate more individual activities or activities that encourage more space between students and staff. Activities that require physical contact should be avoided.

<p>Limiting Physical Contact</p>	<p>*Groups of students and the staff members assigned to them should stay together throughout the day and not mix with other groups. Staff should remain with the same group whenever possible. Strive to minimize the number of different teachers and educational assistants that interact with groups of students throughout the day.</p> <p>UPDATED: Government on August 11, 2020.</p> <ul style="list-style-type: none"> • Teacher and class cohorting, with a focus on cohorting teachers to a limited number of students and keeping students in one cohort as much as possible; • In elementary school settings, students' cohorts will be the classroom; • In high school settings where cohorting is more complex, school divisions will be encouraged to find creative solutions to move students in cohorts where possible; 	<p>*Cohorts:</p> <ul style="list-style-type: none"> **Schedule high school classes with thought to cohorts. **Minimize movement in the hallways at any single time **Keep cohorts together as much as possible **Have teachers move when possible and not students **Use a homeroom structure for teacher assignment PreK-9 **Keep cohorts at 28 or under. When there is an exception that cannot be avoided, schedule the class into a larger physical space to support distancing. **Schedule timetable for cohorts with same teacher back to back. **Large classes such as band/choir should be held in a large space where physical distancing can be actualized – multi-purpose rooms, gymnasium. **UPDATE: Band/Choir/Performing Arts will follow the guidelines in Re-Open Saskatchewan Performing Arts Guidelines. (Guidelines were updated on August 1st, 2020 and in them implement a 4 meter distance between participants. Thus SECPD will not be offering traditional Band or Choral until further notice.) This extends to classroom singing, general singing and playing of wind instruments (recorders) at all grade levels until further notice. **Block schedule/timetable for limited cohorts and teacher changes/day. **Minimize number of teachers with any cohort. **Stagger the breaks within the course. **Prep release needs to be blocked/scheduled in extended time slots to minimize the number of cohorts/day for the release teacher and also to reduce the number of adults with the student cohort for any given day. **Limit EA movement – stay with the class the child is typically in – limit the number of other cohorts the EA is working with. **LST/RTI – arrange into blocked time with cohorts of students when and where possible. Preference is to use a push in model, thus schedule longer periods of time with the cohort before moving on. Use an engineered barrier for this instruction. Use disinfectant as much as possible. *Consultants, Coordinators, Superintendents meet virtually as much as possible to support staff. *If supporting students meet face to face using distancing and engineered barriers. *Anyone who is not consistently timetabled is asked to track classes visited and times/dates for contact tracing purposes. *In school administrators – utilize physical distancing and hygiene practices throughout the day. 	<ul style="list-style-type: none"> * Administration has met with senior leadership to discuss and finalize our timetable. * Cohorts have been finalized and approved. * Cohorts will remain in their cohort homeroom as much as possible except for specialty classes such as home ec, gym and shop. * Teachers will travel from room to room to teach cohorts adhering to the schedule. * Grade 5-12 timetable has been set out in blocked sections with the same teacher back to back where possible to avoid multiple teachers in one day. * EA schedules will be blocked with the timetable to limit contact with different cohorts. EA's will limit their travel between cohorts. * We will use barriers for instruction in LST and RTI instruction where possible. * No curricula singing or wind instruments will be implemented until further notice.
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	Limiting Physical Contact	*Modifications may be needed for all shared spaces, including boot rooms, hallways, waiting areas, etc. Thought can be given to establishing visual cues and direction flow plans.	<ul style="list-style-type: none"> *Stagger class/grade level movement in halls to avoid meeting other groups when and where possible. *This item has been addressed previously in this document. 	<ul style="list-style-type: none"> * Staff will monitor grade 7-12 students during dismissal, lunch and breaks to ensure there is no congestion in the hallway. * Students have limited movement between classrooms as per timetable and cohort arrangements.
	Limiting Physical Contact	*Specific responses for Prekindergarten and Kindergarten environments will be developed by school divisions, taking into account the unique nature of the learning programs and student development.	<ul style="list-style-type: none"> *Prek and K programs continue as normal as possible with a Play and Exploration philosophy. *Consider reorganizing and decluttering rooms and removing buckets of toys. Compartmentalize toys in packages for each student. *Have designated toys/equipment for AM and PM programs of Prek to allow for cleaning. *Utilize EA time to assist with cleaning toys/equipment. *SECPSD Early Learning Team will develop guidelines (reference daycare guidelines). 	<ul style="list-style-type: none"> * As per early learning guidelines our Kindergarten teacher will consider to continue with purposefully designated toy packages for each student. * Kindergarten teacher will minimize toys and clutter as needed.
	Limiting Physical Contact	*Where possible, school division administrators and staff should use telephone or video conferencing to meet with staff and parents.	<ul style="list-style-type: none"> *Use Microsoft Teams video meeting capability when possible for MAPS meetings, student/parent/teacher meetings including Student Led Conferences, goal setting, etc. 	<ul style="list-style-type: none"> * Teachers will need to have materials uploaded to Microsoft Teams and give admin assistant and administration access so that materials could possibly be printed off in a rare case. * Staff will be made aware that we will Use Microsoft Teams video meeting capability when possible for MAPS meetings, student/parent/teacher meetings including Student Led Conferences.
5	Limiting Shared Materials and Equipment	*Establish clear protocols for bringing materials (i.e. bags, school supplies) into and out of schools	<ul style="list-style-type: none"> *Develop school level guidelines/protocol for bringing materials into and out of school. *Avoid the use of lockers and cubbies (this will be revisited into the fall when winter begins to descend.) 	<ul style="list-style-type: none"> * Students will be asked to use their own school supplies and not share. * Students will travel with their backpacks from home to school and from school to home. * Students will place their regularly used supplies in a basket/container under their desk (K-6) or in a backpack

				<p>on the back of their chair (7-12).</p> <ul style="list-style-type: none"> * Students will place rarely used items into their designated lockers (change of clothes, play-dough, scrap book etc) to stay at school (Grades K – 6).
Limiting Shared Materials and Equipment	*Where possible, remove or reduce play with toys that encourage group play in proximity or increase the likelihood of physical contact. Keep toys that encourage individual play.	*Do not use shared/group pens, crayons, scissors, glue etc. *Develop no contact games/activities, teach them in class for students to engage in at recess.		<ul style="list-style-type: none"> * No school items will be shared within cohorts. * Concerning PE classes, students will need to use individually assigned equipment. Non-contact games will be the standard.
Limiting Shared Materials and Equipment	*Students and staff should not share food and drinks and other personal items. Label personal items with the student’s name to discourage accidental sharing.	*Students and staff should be encouraged to bring their own, labelled water bottle. *Request that all belongings are labelled and not shared usage. *Individualized lunches – no buffet, communal meal serving for students or staff. *Pay attention to staff room equipment – clean hands after coffee maker usage, water dispenser use, etc. Ensure physical distancing in this space as well.		<ul style="list-style-type: none"> * Students and staff will bring their own water bottle. * Staff and students will not share food items. * Labelled water bottle will be added to class lists via Facebook or phone calls home. * Staff room has been arranged to promote physical distancing. * Signs will be placed in staff room to remind staff of hand washing protocol. * Many of these items have been addressed previously in this document.
Limiting Shared Materials and Equipment	*Strategically limit the number of touch points per day on electronic devices.	*Limit the number of touch points per day on electronic shared devices – ensure proper wiping after and before usage. *Consider distributing technology/carts of laptops to stay in the classroom instead of moving between different classrooms.		<ul style="list-style-type: none"> * Students will wipe down electronic devices after each use. * Lap top carts will be equipped with disinfectant wipes. * Lap top carts will be completely disinfected before returning to the lab.

	Limiting Shared Materials and Equipment	*Classroom activities and recess times should not include equipment that might be touched by multiple students. Due to the increased cleaning required, it is best to decrease the number of toys/equipment available to children. Remove toys and other items that cannot be easily cleaned and disinfected.	*Remove playground equipment that is typically shared usage that is taken out to the playground (box of equipment in the entry). *Due to the limit of movement, classes will not be going to the library at this time. Develop a process whereby the library books or resources are circulated through the classrooms. *When resources are returned to the library, they shall be held for 24 hour before returning to circulation. *PAA courses will be schedule as per timetable using block scheduling. Increase hand hygiene practices and ensure before, during and after class cleaning. Use disinfectant wipes to clean tools and equipment. If possible, encourage individualized tool kits. *Commercial cooking programs must adhere to the Gov't of SK Restaurant & Licensed Establishment Guidelines.	<ul style="list-style-type: none"> * Remove playground equipment that is typically shared and used on the playground. * Librarian and teaching staff have been informed of new library protocol and will prepare accordingly. * WPS staff and students will adhere to Gov't of SK Restaurant & Licensed Establishment Guidelines. * When students are handing in work, it should sit for 24 hours before a teacher touches it.
6	Extra-Curricular	*Plans for extra-curricular activities and other gatherings will be developed in consultation with the Chief Medical Health Officer once the group/gathering capacity limits for fall 2020 are known.	*To be developed in the Fall following further direction and guidelines as set out in Re-Open Saskatchewan and consistent with SHSAA.	<ul style="list-style-type: none"> * To be developed in the Fall following further direction and guidelines as set out in Re-Open Saskatchewan and consistent with SHSAA. * Our school division will decide which extracurricular events will commence. Everything is on hold until SECPSD makes decisions.
7	Facilities	*Consider modifying room configurations to promote physical distancing. Where practical, the use of physical barriers (i.e. engineered controls) may be established where distancing cannot be achieved.	*SECPSD will provide portable table-top partitions for schools to be used in small group instruction (need for RTI, Counsellors, etc.) based on enrolment: <100:5 partitions; 100-299: 10 partitions; >300: 15 partitions. *Provide partitions for Admin Assistants where requested or signage at door – seek from Principals.	<ul style="list-style-type: none"> * Partitions will be provided where small group instruction is utilized. * Admin Assistant did not request partitions.
	Facilities	*Ensure adequate soap and hand sanitizer in each building, especially near entrances. Make disinfectant wipes available for wiping down frequently used surfaces.	*SECPSD will provide hand sanitizer for each learning space and all entrance ways. *Students shall be taught to use hand sanitizer for all transitions. *Schools shall provide disposable placemats/paper towels for desks when students are eating lunch. *At the conclusion of all classes where a student transition will occur, desks must be cleaned and disinfected. SECPSD will provide disinfectant wipes and gloves for this process. *Following the usage of technology, the keyboard, mouse and touch screen must be wiped with disinfectant. When using a disinfectant wipe, gloves must be worn. Wipes and gloves will be provided by SECPSD.	<ul style="list-style-type: none"> * Students shall be taught to use hand sanitizer for all transitions. * Schools shall provide disposable placemats/paper towels for desks when students are eating lunch. * Staff and students will disinfect desks and chairs if/when they need to move to another learning setting. * All technology will be disinfected after a cohort uses those (Comp labs/science labs). * Students/staff can take turns wiping down all desks after a cohort leaves a particular area.
	Facilities	*Signage may be used to remind parents and guardians not to enter the facility if they are sick. Signs should be posted at school entrances.	*SECPSD will provide signs for all school entrances regarding illness, physical distancing and hand hygiene. These will be delivered at the August admin meeting.	<ul style="list-style-type: none"> * SECPSD signs will be displayed. * Students cannot share playground items (Ex. Basketballs, volleyballs). * Student will be permitted to use the play structures (one cohort per day).
	Facilities	*Signs and markings in hallways should be considered to limit cross-exposure.	*Schools should identify traffic flow that best supports physical distancing. Signs have been ordered by SECPSD and will be delivered at the August admin meeting.	

	Facilities	*Establish a plan to prevent mingling of groups in washrooms, and to minimize the number of shared surfaces.	*Schools should develop procedures for limiting the congregation of people/clustering. *Schools shall consider staggered/scheduled washroom breaks and increased surveillance of the areas.	<ul style="list-style-type: none"> * Signs will be displayed and doors will be marked as entrances or exits. * Benches have been removed from hallways and lounge. * Kindergarten will use washrooms as per their separate break schedule (or as needed using physical distancing). * Grade 1 & 4 will be encouraged to use the washrooms before all breaks and recesses (or as needed using physical distancing). * Grade 2 & 5 will be encouraged to use the washrooms after all breaks and recesses (or as needed using physical distancing). * Grade 3 & 6 will be encouraged to use the washroom after breaks and recesses once grade 2 & 5 have been given the opportunity (or as needed using physical distancing). * The change rooms will not be accessible until further notice. * X's will be placed on floor outside washrooms for properly distanced waiting.
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8	Cleaning & Sanitation Guide	*Frequent cleaning and disinfection are important to prevent the spread of the disease.	*Custodial staff shall provide frequent cleaning (twice/day) of washrooms, door knobs, light switches which shall be documented to ensure completion. *HR shall work with the unions to adjust custodial schedules so that caretakers are in the building when students/staff are in the buildings.	* Custodial staff shall provide frequent cleaning (twice/day) of washrooms, door knobs, light switches which shall be documented to ensure completion. * Custodians will be informed by their union/supervisors to their schedules.
	Cleaning & Sanitation Guide	*All disinfectants used must be approved by Health Canada (DIN or NPN number). All label instructions for disinfectants, including contact time, should be followed.	*SECPSD facility staff will provide and ensure requirements are met.	* Custodians will adhere to these requirements.
	Cleaning & Sanitation Guide	*A school-wide plan for enhanced cleaning and disinfection should be established using the current provincial guidance. Roles and responsibilities, staff training where needed, and a maintenance schedule are recommended. Items/objects that cannot be effectively cleaned/disinfected daily or between classes should be removed for the time being.	*SECPSD facility staff will provide *Custodial staff is being supported by facility staff	* SECPSD facility staff will provide custodians with direction. * Custodial staff is being supported by facility staff.
	Cleaning & Sanitation Guide	*Increase cleaning and disinfection of commonly contacted areas.	*Leave lights on and classroom doors open throughout the day to reduce contact. *Increased cleaning of these areas as above. *When possible, prop outside doors open when there are groups of people entering or leaving the building.	* Staff will inform students to leave lights on throughout the day to avoid high touch areas. * Custodians will disinfect those areas regularly.
	Cleaning & Sanitation Guide	*Any food contact surfaces, including water fountains/dispensing equipment, must be disinfected with a product safe for food surfaces or immediately rinsed following disinfection.	*Encourage students and staff to bring their own water bottles. *Water fountains will have hand sanitizer readily available for use before and after accessing the fountain. *Clean these areas regularly. *Classroom cleaning if used for lunches. *SECPSD will provide the disinfectant, wipes and gloves.	* Staff and students will wash/sanitize desks after eating – wipes. * Custodians will disinfect fountains, washrooms, and other high contact surfaces multiple times throughout the day.
	Cleaning & Sanitation Guide	*Garbage bins should be emptied frequently.		* Custodians will empty garbage frequently.
	Cleaning & Sanitation Guide	*Sanitation/cleaning procedures will need to be implemented to support multiple users accessing technology.	*Wipes will be provided to clean technology – put on carts, station, and in the labs.	* Students and staff will utilize wipes on all technology when used within the classroom concerning laptop carts and computer labs.
	Cleaning & Sanitation Guide	*Indoor shared spaces and structures that cannot be cleaned and disinfected between groups should not be used.	*Restrict access to student lounges and gathering places unless cleaning can be promptly provided between student use.	* All hallway furniture has been removed. Students will remain in their cohort classrooms for class time and lunch time, or go outside for fresh air in their cohort designated area during breaks.
	Cleaning & Sanitation Guide	Wear disposable gloves when cleaning blood or body fluids. Wash hands before wearing and after removing gloves. They must be changed after every interaction and when changing tasks. Beyond this situation, glove use is not required nor recommended.	*Products have been purchased through Learning Support Team.	* Staff will use PPE where needed and practice proper hand hygiene when dealing with possible student injury that involves blood or body fluids.
	Cleaning & Sanitation Guide	*Ensure the school is well stocked with hand washing supplies at all times, including soap, paper towels, waste bins and, where appropriate, hand sanitizer with a minimum of 70 per cent alcohol approved by Health Canada (DIN or NPN number).	*SECPSD facilities department will provide to ensure quality and specifications are met. May purchase through Central Purchasing if it can be timely and meet our needs.	* Custodians will coordinate with SECPSD facilities department to ensure quality and specifications are met.
	Cleaning & Sanitation Guide	*Store hand sanitizer out of the reach of young children and supervise its use.		* Kindergarten – Gr 6 will monitor students bringing hand sanitizer from home and will develop protocols for applying it. * Hand sanitizer will be stored in a designated area assigned by a teacher.

9	Guidelines for Illness in Care	<p>*Promote proper hand hygiene practices for staff and students. Practices must include using soap and water when hands are soiled and hand sanitizer when visibly clean. Although general use containers need to be available, where possible, students and staff should have their own hand sanitizer.</p> <p>*Supervise the use of hand sanitizer with young children.</p>	*As previously explained.	* Please refer to Limiting Physical Contact and proper hand hygiene practices.
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Guidelines for Illness in Care	*Checking temperatures, detailed screening or requiring COVID-19 testing of students and staff are not required or recommended at this time, based on current evidence.		* Checking temperatures, detailed screening or requiring COVID-19 testing of students and staff are not required or recommended at this time, based on current evidence.
Guidelines for Illness in Care	*An illness administrative procedure with precautions specific to COVID-19 will be created by school divisions. Symptoms of illness that are not consistent with COVID-19 should continue to be managed per existing policies.	*AP has been developed and is in the process of being approved – possible Appendix addition per provincial HR group specific to COVID-19.	* Administration and staff will review and understand the Administrative Procedure 315 Appendix A. https://www.secpsd.ca/DivisionInformation/policiesprocedures/Administrative%20Procedures/AP%20315%20-%20Appendix%20A%20-%20Students%20with%20COVID-19%20Symptoms.pdf
Guidelines for Illness in Care	*Students and staff who are sick should be advised to stay home. Not all symptoms of illness need to be subject to this requirement (i.e. headaches, cramps, etc.) Staff would not be required to enter the school when sick to create plans for substitute teachers.	*Develop a reporting process and a communication protocol with Public Health (AP) to be shared with schools.	* Administration and staff will review and understand the Administrative Procedure 315. * Staff will remain at home if ill and will plan for the substitute from home. Teacher will be asked to talk through their sub plan verbally with the substitute.
Guidelines for Illness in Care	*All parents, guardians, students and staff who are confirmed to be COVID-19 positive and/or under mandatory self-isolation must not enter the school. Instead, they must stay home and self-isolate. Students and staff can return to school once they are cleared by public health.	*Require clearance from Public Health before returning. We will work with our regional health officials to develop this process.	* Require clearance from Public Health before returning concerning a positive COVID test will occur. We will work with our regional health officials to develop this process.
Guidelines for Illness in Care	*Schools should identify an appropriate isolation area for anyone with COVID-19 symptoms who are not able to immediately leave the facility. If a student develops symptoms at school or upon arrival at school, the student should be isolated from other students and the parent or guardian should be notified to pick up the student immediately. Provision for supervision of the student must be in place.	*Government guidelines are explicit and to be followed.	* Staff will check in on the student in the isolation area and will wear all PPE materials required. * Admin assistant/teacher- administration will notify parents to pick up their children first. * Parents will be encouraged to have their child tested, should COVID symptoms arise.
Guidelines for Illness in Care	*If a separate room is not available, the student needs to be kept at least two metres away from other students and staff.		* If more than one student is ill simultaneously, students will be asked to sit in a specific area and await parental pick up.
Guidelines for Illness in Care	*If the student requires close contact and care, staff must wear a procedural/surgical mask and eye protection during all interactions with the sick child, and should try to avoid contact with the student's respiratory secretions.		* Custodial staff will monitor the isolation area and will disinfect the area once it is cleared. * Staff will check in on the student in the isolation area and will wear all PPE materials required.
Guidelines for Illness in Care	*Once the student leaves, staff must wash their hands and ensure all areas that the sick student touched are cleaned and disinfected. Items that cannot be cleaned and disinfected should be removed from the area and stored in a sealed container for a minimum of three days.		* Custodial staff will monitor the isolation area and will disinfect the area once it is cleared. Provincial recommendations will be followed. The isolation area will be a private space designated in the school.
Guidelines for Illness in Care	*All staff must self-monitor for symptoms and use the online Saskatchewan COVID-19 Self-Assessment Tool.	*Use social media to encourage use and access to the Sask COVID Self Assessment Tool. Add a link to documents on all media sites. *Have a questionnaire landing page appear when logging into computers.	* All staff must complete the screener daily before the work day begins. Staff can not complete it from their phone to be recorded at a division level. Administration will check and have conversation with staff if the screener is not complete.

	Guidelines for Illness in Care	<p>*Except when in close contact with a sick student, masks and eye protection are not required, beyond those used by staff as part of their regular precautions for hazards normally encountered in the workplace. They should only be used when all other controls have been fully explored.</p> <p>*Update: As per provincial release on August 11th, 2020, masks for Grade 4-12 students on buses and in high density areas are recommended as well as for Grade 9-12 students in classes</p>	<p>*Schools should develop a PPE kit (gloves, masks, eye coverage) to have available for staff during times when students are sick.</p> <p>*SECPSD will provide masks.</p>	<ul style="list-style-type: none"> * Staff will have PPE available in the isolation area and other areas designated in the school. Staff will follow Admin Procedure 315 to protect all staff and students involved. * All staff will wear masks throughout the day.
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		when physically distancing is not possible. It is recommended all staff wear masks.		
10	Nutrition Programs (Breakfast & Lunch Programs – including hot lunches)	*Proper hand hygiene must be practiced before and after eating.	*Teach hand washing hygiene in the Significant 72 (K-12). Remind as needed. Monitor and model.	* PAA teacher will model and monitor proper hand washing and have protocols in place.
	Nutrition Programs (Breakfast & Lunch Programs – including hot lunches)	*School-supplied food should be delivered directly to the classroom. Students should eat lunches in their classrooms.	*This applies to breakfast and lunch programs (nutrition programs) *Schools purchase disposable placemats or use paper towels to cover surface *Lunches to be eaten in classrooms in student’s desk	* Students will use paper towel at their desk and will practice physical distancing while obtaining paper towel to eat their lunch. Designated homerooms will be assigned for classroom eating procedures.
	Nutrition Programs (Breakfast & Lunch Programs – including hot lunches)	*No self-serve or family-style meal service. There should be no common food items. Food should be served in individual portions to each child by a designated staff member.	*Food should be served in individual portions to each child by a designated staff member.	* Separating individual food prep must occur outside the school, if a pizza fundraising day or Subway Day is to occur. Food will be delivered by cohort teachers, not students.
	Nutrition Programs (Breakfast & Lunch Programs – including hot lunches)	*Utensils should be used to serve food items. Reusable utensils must be cleaned and sanitized after each use.		* Reusable utensils will be sanitized after each use.
	Nutrition Programs (Breakfast & Lunch Programs – including hot lunches)	*Food from home must not be shared with other students and should be stored with the student’s belongings.		* Staff will review and monitor the expectation of food from home must not be shared with other students and should be stored with the student’s belongings.
	Nutrition Programs (Breakfast & Lunch Programs – including hot lunches)		*This applies to breakfast and lunch programs (nutrition programs) – does not apply to commercial cooking. The coordinator/lead must have their Food Safe Certificate. Schedule volunteers by cohort and limit their access to only the places they need to be in the building. *Ensure all food preparation safety guidelines are followed (including sanitation and cleaning of the space).	* Outside groups will prepare all food outside of the WPS. * Commercial cooking will ensure all food preparation safety guidelines are followed (including sanitation and cleaning of the space).
	Nutrition Programs (Breakfast & Lunch Programs – including hot lunches)	*Students are not allowed to participate in food preparation.	*Commercial Cooking Course and Associated Cafeterias. Precautions taken must follow the direction of the CMHO and Re-Open Saskatchewan including the Restaurant & Licensed Establishments Guidelines as applicable.	* Commercial cooking will ensure all food preparation safety guidelines are followed (including sanitation and cleaning of the space).
11	Mental Health and Social-Emotional Supports	*Supports for the health and wellness of students and staff will be provided, including helping students understand the importance of preventative measures that are in place and practicing proper hand hygiene and coughing/sneezing etiquette.	*as previously outlined	* Administration and teaching staff will strongly encourage and monitor preventative measures by modeling and daily reminders.

	Mental Health and Social-Emotional Supports	*School division and school leaders are encouraged to implement trauma-informed practice to support students, staff and families. Trauma-informed practice includes: providing inclusive and compassionate learning environments: understanding coping strategies; supporting independence; and helping to minimize additional stress or trauma by addressing individual student needs.	<p>Staff:</p> <ul style="list-style-type: none"> *All teaching staff will participate in Resilient Learners book study. *All teaching staff will participate in two-day trauma workshop (June 29 & 30). *All school staff participate in self care module (May 25, 2020). *All RTI staff participating in a book study. *Participating in learning opportunities and following the work of Jodi Carrington and Kevin Cameron. *Access to EFAP for all employees. <p>Students/Families:</p>	<ul style="list-style-type: none"> * Principal will lead the book study on Resilient Learners throughout the school year during SDST. * All teaching staff will participate in two-day trauma workshop (June 29 & 30). * All school staff participate in self care module (May 25, 2020). * All RTI staff participating in a book study. * Participating in learning opportunities and following the work of Jodi Carrington and Kevin Cameron. * Access to EFAP for all employees.
			<ul style="list-style-type: none"> *Student Services Counsellors prepared and delivered self help modules, “kitchen talk,” and continue to support students through virtual counselling sessions. *Resources posted to SECPSD website. *Mental Health Consultant position approved by Board of Education and has been hired. Created above modules. *Continued leadership in VRA and HUB. *Student Services Counsellors also have a Family Liaison role to support families. *SECPSD will continue to use ThoughtExchange to collect feedback from families and stakeholders. 	<ul style="list-style-type: none"> * WPS counselor will be available to meet with students while practicing physical distancing and using PPE. * Resources posted to SECPSD website. * Mental Health Consultant position approved by Board of Education and has been hired. Created above modules. * Continued leadership in VTRA and HUB. * Student Services Counsellors also have a Family Liaison role to support families. * SECPSD will continue to use ThoughtExchange to collect feedback from families and stakeholders.
	Mental Health and Social-Emotional Supports	<ul style="list-style-type: none"> *The Ministry of Education will continue to offer supports for mental wellness, including but not limited: *a resource posted on Saskatchewan.ca to assist parents and caregivers *working with Kids Help Phone to promote their professional counselling services, which are available 24 hours a day via phone, online chat or text, as well as their database of local community resources *working with SaskTel to prevent and respond to bullying, cyberbullying and promote healthy relationships through the Be Kind Online website, which includes a number of resources and tools *providing a provincial license for Respect in Schools for all staff, and *Offering grants to school divisions to support mental health and student safety training initiatives 	<ul style="list-style-type: none"> *Links to the Ministry of Education supports can be found on SECPSD website and are pushed out to school level websites *Respect in Schools module will be placed on the PD Hub and will be made available to all staff. *Teach Mental Health and Bringing Mental Health to Schools is available and promoted on our PD hub. *SECPSD will continue to access the grants provided to support on-going training – specifically VTRA. 	<ul style="list-style-type: none"> * Links to the Ministry of Education supports can be found on SECPSD website and are pushed out to school level websites. * <i>Respect in Schools</i> module will be placed on the PD Hub and will be made available to all staff. * <i>Teach Mental Health</i> and <i>Bringing Mental Health to Schools</i> is available and promoted on our PD hub. * SECPSD will continue to access the grants provided to support on-going training – specifically VTRA.
	Mental Health and Social-Emotional Supports	*Saskatchewan’s provincial curricula provide opportunities for students to learn about health, well-being and student safety.	<ul style="list-style-type: none"> *<i>Mind Up</i> and <i>Teen Mental Health</i>, student resources, will continue to be used by SECPSD to supplement the provincial curriculum *A Mental Health Consultant has been hired to support the leadership of this work. 	<ul style="list-style-type: none"> * Gr 9-10 students will learn participate in Mental Health modules in ELA and Career/Health. * Students Gr 1-8 will participate in Mind Up curricula activities.
12	Students with Intensive Needs	*Students with additional needs may require updated assessments and revised individual goals.	*This aligns with SECPSD’s current practice (see Learning Support Calendar).	* Coordinator of Learning Supports will collaborate with LSTs to ensure best practices continue.

	Students with Intensive Needs	*For personal interactions conditions must be created to allow for the provision of supports within a safe and secure environment, which may include the school setting or other appropriate spaces.	*With the opening of schools, programs will be delivered in schools within an appropriate setting for all students that are able to physically attend. *For students who are unable to physically attend, their IIP will include planning for an appropriate learning environment. *Community based interactions are not approved at this time (i.e. bowling, work experience, grocery shopping)	<ul style="list-style-type: none"> * Students will not be permitted to be involved in community facilities until further notice. * LST will communicate with families concerning IIP programs to ensure smooth transitions back into school.
	Students with Intensive Needs	*All health and safety measures must be in place and communicated with the relevant staff and family prior to the provision of the service.	*Health and safety measures for personal hygiene for IN students and staff supporting will be developed and communicated to staff and families by LST.	<ul style="list-style-type: none"> * Health and safety measures for personal hygiene for IN students and staff supporting will be developed and communicated to staff and families by LST.
	Students with Intensive Needs	*All engagements will occur in a supervised setting, which may include the school or other appropriate spaces, and staff will not enter into private residences or provide personal transportation.	*Seeking clarification on personal transportation. As this is stated, it is problematic.	<ul style="list-style-type: none"> * LST will coordinate by seeking clarification on personal transportation. No EAs or LST will transport students in private vehicles.
	Students with Intensive Needs	*Other methods of providing service or additional precautions may be suggested for those with compromised immune systems, in consultation with a medical professional.	*IIPs will be updated for students who are unable to attend physically which may include alternate delivery (Home Bound).	<ul style="list-style-type: none"> * LST will coordinate communication with families with Intensive Needs Students to determine student attendance.
	Students with Intensive Needs	*Consideration will be given to the directions given by the professional governing body of the staff providing the supports.		
	Students with Intensive Needs	*It may not be possible to support all students with intensive needs in-person due to health and safety guidelines.	<ul style="list-style-type: none"> *IIPs will be updated for students who are unable to attend physically which may include alternate delivery (Home Bound). *Schedule EA support to limit exposure so that the student is supported by the same person consistently. In order to facilitate break-times for EA's that work with students who need supervision during recess and noon hours limit the coverage to a single EA (2 EA's for the single student) and record for contact tracing. *Limit the number of rooms the student and the EA are accessing. *Designated technology for the student. *Prepare sensory kits/buckets specific for each student and schedule access to sensory rooms (ensure cleaning and sanitization in between students). 	<ul style="list-style-type: none"> * LST and Administration will strive to schedule limited contact between multiple EAs and students. * Designated technology for the student will occur and be coordinated by the LST. * Through coordinating by the Teachers/LST/EAs- Limit the number of rooms the student and the EA are accessing.
13	Communication Plan and Process	*Multiple modes of communication will be utilized.	<ul style="list-style-type: none"> *A variety of modes of communication will be used. *We will use our system level webpage at <www.secpsd.ca> to post updates and information. These communications are automatically pushed out to each individual school website. *We will use our system Twitter <@SECPSD>. *We will use our system Facebook page at <South East Cornerstone Public School Division>. *We also use School Messenger, both voice and email, to communicate directly into homes. We have established texting through School Messenger for many families as well. *A communication plan will be developed in the first week of August and implemented at that time. *We also use ThoughtExchange to gather information and feedback to assist in identifying needs. 	<ul style="list-style-type: none"> * WPS will use their Facebook page to notify all stakeholders to refer to the school web page. A link will be provided in posts.

14	Transportation	*The following transportation protocols could be considered for implementation:	*Email communication to bus parents at the beginning of August outlining all SECPSD protocols with an ask to advise if they are going to opt out of ridership. *In-town buses will be moved to a 1 km ridership. *Sacred Heart and St. Mary's routes from Spruce Ridge becomes responsibility of Holy Family to limit multiple uses of same bus on routes. *If switching/altering routes, will need to work with HR and unions.	* WPS asking parents to signify intentions of ridership for the school year to the transportation department in Weyburn (306-848-0080).
	Transportation	-Student should be assigned seats and a record of this seating plan should be kept in order to assist with contact tracing in the case of a student being confirmed with a case of COVID-19. Students who live in the same household should be seated together.	*Seating plans will be developed for both rural and urban routes. *Load from back to front with families sitting together. *Guest Rider clause will not be available for this year. *Develop process to take attendance on the bus. *If switching/altering routes work with HR and unions.	* Seating plans will be developed for both rural and urban routes. * Load from back to front with families sitting together. * Guest Rider clause will not be available for this year. * Develop process to take attendance on the bus.
			*Share SECPSD protocols with First Student, Pheasant Rump and Ocean Man.	
	Transportation	-Partitions around drivers can be considered.	* Update: All drivers are asked to wear masks. All students in Grade 4-12 will wear masks when on the bus. *Due to structure of buses and insurance we will not install partitions.	* All drivers are asked to wear masks. All students in Grade 4-12 will wear masks when on the bus. * Due to structure of buses and insurance we will not install partitions.
	Transportation	-Cleaning and sanitation of buses or other vehicles used to transport students is required between each run. Recreational travel requiring vehicles, such as field trips, is not permitted at this time.	*Transfer buses need to be wiped with provided disinfectant before they are reloaded and will also require seating plans. *Cleaning products will be provided by SECPSD for all student transportation. *Double runs have been eliminated.	* Transfer buses need to be wiped with provided disinfectant before they are reloaded and will also require seating plans. * Cleaning products will be provided by SECPSD for all student transportation. * Double runs have been eliminated.
	Transportation	-Parents will be asked to transport their own children where possible.	*If parents are bringing children to school and if there are more children walking, there will be a need to revisit safety patrol processes.	* WPS will communicate via Facebook to caution parent picking/dropping off students to use great care.
	Transportation	-Encourage pickup and drop off of students outside of the building, unless there is a need for the parent or guardian to enter the school.	*Remind families that are providing transportation to remain outside of the school facility.	* WPS will remind families Via Facebook that are providing transportation to remain outside of the school facility.
	Transportation	-If parents or guardians must enter the school, they should maintain physical distancing from staff and other children, and be reminded to practice diligent hand hygiene.	*Signs will be provided by SECPSD for all entrances to the schools.	WPS will post signs for all entrances into the school.